

LOCAL AGENCY FORMATION COMMISSION
POLICIES AND GUIDELINES

2.3 PERSONNEL POLICIES

The Commission intends to use the services available to county departments insofar as such services support the goals and mission of LAFCO. This shall not be construed to restrict or limit in any way the statutory authority of LAFCO as an independent local agency. LAFCO will comply with all applicable laws related to its operations and administration; the provisions of these policies are not intended to preempt state or federal laws.

2.3.1 Employee Status: All employees hold their employment in an “at-will” capacity. The Executive Officer serves at the will and pleasure of the Commission. All other employees serve at the will and pleasure of the Executive Officer. The Executive Officer shall conduct and perform the day-to-day business of the Commission (Government Code §56384), including the management and supervision of its staff. Policy and technical questions and suggestions for staff from Commissioners are routed through the Executive Officer.

2.3.2 Number/Classification of Positions: LAFCO shall specify the number and classification of all positions. A salary scale and position description specifying duties and responsibilities for each classification/position will be approved by LAFCO; each LAFCO position will be linked by the Commission to a comparable or similar classification within the El Dorado County classification plan.

2.3.3 Employee Benefits: ~~All changes approved by the Board of Supervisors for county employees in comparable positions will be reviewed and considered by LAFCO for its employees. Unless otherwise specified by LAFCO policy, employees of LAFCO shall receive benefits available to employees of El Dorado County in comparable classifications.~~
Incorporated by reference into the LAFCO Policies and Guidelines are the LAFCO Personnel Policy and Procedure Guidelines, attached as Appendix F to this document. These guidelines set forth the employment policies, procedures, and benefits that apply to LAFCO employees. These guidelines are subject to review and may be changed at the discretion of the Commission.

2.3.4 Types of Employee Benefits: ~~It is the intent of LAFCO to participate in the group insurance plans and pension plans of El Dorado County, including:~~

LOCAL AGENCY FORMATION COMMISSION
POLICIES AND GUIDELINES

- ~~Medical/dental plans, life insurance and long term disability, vision, state disability, temporary disability, retiree health contribution, annual medical exam, employee assistance program.~~
- ~~Optional benefits plans including, but not limited to, unreimbursed health care, dependent care, supplemental life insurance, health care accounts and deferred compensation contribution.~~

2.3.5 ~~**Employee Policies and Regulations:** Unless otherwise specified by LAFCO, policies and regulations in the County Salary and Benefits resolution and related ordinances will apply to El Dorado LAFCO employees, including:~~

- ~~Hours of work, overtime, compensatory time off, rest periods and meals periods.~~
- ~~Vacation, holidays, accruals, use, scheduling, donations, etc.~~
- ~~Sick leave, accruals, use, eligibility, integration with other benefits, payment for unused sick leave, administration of sick leave, and medical leaves of absence~~
- ~~Payroll, pay periods and pay days~~
- ~~Promotion, reclassification, demotion, restoration/revision of anniversary date, reemployment~~
- ~~Supervisory and management leave, accruals, and payment for unused leave use~~
- ~~Leave of absence, military leave, jury duty, court appearances~~
- ~~Use of facilities, county building closures, parking, smoking~~
- ~~Tuition reimbursement and employer-required training~~
- ~~Travel, expense reimbursement, vehicle use~~
- ~~Equal Employment Opportunity and Affirmative Action plans as applicable.~~
- ~~Injury and illness prevention, safety expectations, substance abuse, work place violence prevention as applicable~~

2.3.6 **Exceptions**

- (a) Longevity Pay is not provided by LAFCO.
- (b) Retiree Health Insurance Benefits for LAFCO employees will be the same as those of El Dorado County, although LAFCO does not participate in the County's pre-funding program and will independently fund such benefit.

LOCAL AGENCY FORMATION COMMISSION
POLICIES AND GUIDELINES

- 2.3.7 **Discrimination/Harassment Policy:** ~~The Commission adopts by this reference the County Discrimination and Harassment Policy, as currently set forth and as may be amended from time to time by the County. The Executive Officer of LAFCO is designated as the Equal Employment Opportunity (EEO) Officer for LAFCO, responsible for conducting appropriate investigations including those rising from the California Department of Fair Employment and Housing (DFEH), Equal Employment Opportunity Commission (EEOC) or other employment related complaints. Complaints which cannot be resolved by the Executive Officer or which involve the Executive Officer will be referred to the LAFCO Commission for appropriate investigation and resolution. Personnel matters shall be heard by the Commission pursuant to the Brown Act and any other applicable state laws.~~
- 2.3.8 **Grievance Procedure:** ~~All grievances, excluding discrimination and harassment allegations, shall be brought to the attention of the Executive Officer within five (5) working days of the incident or occurrence giving rise to the complaint. The Executive Officer will review and/or investigate the complaint and provide an answer in writing within thirty (30) days of the referral of the grievance to him or her, or as promptly as possible if a written answer cannot be provided within that thirty (30) day period. Grievances which involve the Executive Officer or cannot be resolved by the Executive Officer, will be referred to the Commission at the next regularly scheduled Commission meeting for which notice can be given. Personnel matters shall be heard by the Commission pursuant to the Brown Act and any other applicable state laws and the Commission decision shall be final and binding on all parties.~~